To: Arizona's School District and Charter School Superintendents, Business Managers, and SAIS Data Administrators

From: John Huppenthal, Superintendent of Public Instruction

Date: November 1, 2013

Subject: Timely and Accurate October 1 Enrollment Data

Student level enrollment and program data reported by the school districts and charter schools is critically important to funding and program determinations for all education programs. This data allows the Arizona Department of Education (ADE) to determine eligibility and calculate funding of limited federal dollars (e.g., Exceptional Student Services, English Language Learner Programs, NCLB Needs Indicators). Additionally, this information allows the ADE to determine which schools are eligible to participate in the teacher loan cancellation program, which results in a significant reduction in student loan payments for participating teachers. This also serves as an opportunity for LEAs to record student enrollment affecting full academic year (FAY) status as well as subgroup membership used for both state and federal accountability purposes. Incomplete, inaccurate, or late reporting may result in a delay of state and/or federal funds, potential sanctions, and in some cases, a total loss of funding.

Over the past few years, the United States Department of Education (ED) has sought to consolidate and standardize federal education program reporting into an automated reporting system named EDFacts. This system is now mandatory for all states. Data reported to EDFacts comes from school districts and charter schools via ADE student, staff, and other data collection and reporting systems (e.g., the Student Accountability Information System (SAIS), the School District Employee Report (SDER), the School Report Card, and the Grants Management Enterprise).

In order to be compliant with EDFacts reporting requirements for Fiscal Year 2014, the ADE will be compiling data for students enrolled on October 1, 2013. Preliminary and final reports will be prepared using enrollment data submitted to SAIS *that has passed integrity*.

To ensure your school district or charter school enrollment information is included, please submit the following information to SAIS no later than 5:00 PM on Friday, January 17, 2014:

- **Student Enrollments**
- **SPED Service Participations**
- **ELL Program Participations**
- **NCLB Needs Indicators**
- **Migrant Needs**

Note: Final reports will be compiled using SAIS data submitted as of 5:00 PM on Friday, February 28, 2014.

As in the past, ADE program unit staff will work with the school districts and charter schools to assist them in complying with these data reporting requirements. We appreciate your assistance in helping to optimize funding for all of the education programs benefitting students and teachers of Arizona.